

SOP for PDCA Awards program – 04/17/2016

Awards writing team

1. Awards requested to be written by the PDCA writing team will be logged on a spread sheet.
2. The award writing team will return the completed award to the originator who would forward it up the Chain of Leadership for approval.
3. The award writing team will send a copy of the log to the PDCA District Coordinator To be entered into a data base.

Chain of Leadership for all Awards written by the PDCA or other members.

1. Awards go to the DCDR for signature and then forwarded to the DCAPT.
2. The DCAPT approves or disapproves the award and forwards to the District Commodore with copy to the PDCA District Coordinator.
3. The District Commodore approves or disapproves and forwards the results to the PDCA District Coordinator.

Sector coordinators

1. There are 3 sector coordinators
2. North - Jacksonville and Charleston
3. East - Miami, Key West and Puerto Rico
4. West - St Petersburg
5. These members are the liaison between sector and the PDCA District Coordinator.
6. The PDCA District Coordinator will forward a copy of approved awards to the Sector Coordinator. Sector Coordinator will then forward awards to the appropriate Sector.
7. They will also keep a log and follow up if award is not completed in a timely manner by their Sector.

District Captains

1. Once Sector approves and prepares the actual award it will be returned to the DCAPT or Division Commander for distribution. The DCAPT/Division Commander will make a copy of the entire signed award and forward to the PDCA District Coordinator, who will enter data into Auxdata and send a copy to Diraux for the member's record.

Any Member who has questions concerning status of an award should contact their Division Commander who can send the request to coastie1313@comcast.net.

Terry Sweeney
President PDCA